

JOB DESCRIPTION
San Diego County Office of Education

RISK MANAGEMENT ANALYST

Purpose Statement:

Under general supervision, the Risk Management Analyst provides analytical and technical support to the Risk Management Department, including providing service and support to member school districts and stakeholders, analyzing and adjusting property and liability claims, preparing and auditing complex reports, maintaining assigned databases and records, and providing technical direction to the work of clerical staff.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Essential Functions:

- Analyzes program data and reports for accuracy and completeness and submits corrections, develops and makes recommendations on best process and procedures, and notifies team members regarding discrepancies.
- Analyzes and adjusts claims relative to loss of districts' insured property covered under the Property and Liability and Miscellaneous Property Programs, collects claim forms substantiating loss, determines that a covered loss has occurred and the amount of the loss, and collects deductibles relating to property and liability losses.
- Researches and prepares a variety of risk management program reports, schedules, statements, budget reports, and technical data across several risk management teams.
- Assists and trains district staff in utilizing the computerized software programs utilized by the JPA.
- Determines amount of reimbursement awards based on replacement cost or actual cash value and arranges for payment.
- Determines insurable value of district property based on occupancy and use, maintains the JPA property valuation database of all insured district school sites, and adjusts for inflation annually.

- Conducts monthly reconciliation of assigned financial statements and assists in the preparation and monitoring of annual budgets as assigned for the Property and Liability and Miscellaneous Property JPA's.
- Maintains fiscal accountability between claim's payer, the bank and the JPA Administrator.
- Maintains and reconciles the Property and Liability and Miscellaneous Property checking accounts to include draft registers and bank statements.
- Prepares annual comprehensive insurance surveys for brokers.
- Participates in meetings, workshops and seminars for the purpose of gathering information required to perform functions.
- Collaborates with external personnel for the purpose gathering underwriting information as needed.
- Assists client districts in claims reporting procedures and risk management related issues, including the review of insurance requirements for various contracts.
- Assists with the coordination and troubleshooting of assigned risk management accounting and fiscal reporting systems.
- Prepares and maintains assigned records, manuals, and reports.

Other Functions:

- Performs related duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Principles, operations and techniques of claims adjustment and analysis;
 General knowledge of risk management principles;
 Methods, practices, and procedures used in insurance programs;
 Report writing techniques;
 Modern office practices and procedures;
 Record keeping methods.

ABILITY TO:

Communicate both orally and in writing;
 Remain current on laws relating to insurance;
 Learn, interpret and apply specific complex regulations and procedures;
 Utilize a variety of accounting and fiscal reporting systems;
 Make oral presentations;
 Exercise independent judgment in making decisions;
 Understand, interpret, and explain policies and procedures;
 Establish workload priorities and meet timelines;

Analyze situations accurately and adopt an effective course of action;
Work independently with little direction;
Maintain confidentiality.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.
Position requires transportation to and from various worksites.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Education: Associate degree or higher in business administration, accounting, or related field.

Experience: Three (3) years of experience performing technical duties in an insurance program, including experience adjusting claims.

Equivalency: A combination of education and experience equivalent to an associate degree in business administration, accounting, or related field and three (3) years of experience performing technical duties in an insurance program, including experience adjusting claims.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade: Classified Support Grade 058

Personnel Commission Approved: **June 15, 2022**

Revised: N/A